

**OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)
VICTIM WITNESS BRANCH**

**ELDER ABUSE ADVOCACY AND OUTREACH PROGRAM (EAAOP)
COMPETITIVE REQUEST FOR PROPOSALS (RFP)
PART III - PROGRAMMATIC INSTRUCTIONS**

A. PROPOSAL DUE DATE

Instructions for submitting proposals are provided in Part II of this RFP. Proposals may be submitted by mail or in person.

Proposals submitted by mail must be **postmarked by Thursday, September 7, 2000**. Proposals postmarked after that date will be deemed ineligible for funding.

Proposals delivered in person must be **received before 5:00 p.m. on Thursday, September 7, 2000**. All proposals delivered in person will be time stamped by OCJP. Late proposals may be deemed ineligible for funding.

B. CONTACT INFORMATION

These Programmatic Instructions are to be used in conjunction with the General Instructions Section of the RFP. If you have not received this section, call (916) 324-9100.

If there are any questions regarding this RFP, please contact the Victim/Witness Assistance Branch at (916) 324-9128.

C. ELIGIBILITY CRITERIA

Applicants eligible to receive funding for the Elder Abuse Advocacy and Outreach Program (EAAOP) must be an office of the district attorney, a county sheriff's or police department, or a county probation department. The required advocate position can be sub-awarded through these agencies. In addition, the applicant or sub recipient must have a history of conducting effective direct victim services, using volunteers, and assisting victims in applying for victims compensation benefits, as required by the federal Victims of Crime Act (VOCA). (Refer to Attachment B)

Governmental agencies currently receiving federal VOCA funds from OCJP for either the EAAOP or the Special Emphasis (SE) Program with an Elder Abuse focus are not eligible to apply. See Attachment D for list of EAAOP and SE agencies currently funded under this program.

Those counties or cities which currently have existing Elder Abuse Vertical Prosecution Grants will receive an additional 50 points as part of their rating score to encourage collaboration (see Attachment E for list of agencies).

D. FUNDING CYCLE AND DURATION

Approximately \$700,000 in federal VOCA funds is available for distribution to the EAAOP through this RFP. All successful applicants must adhere to state and federal program requirements, which are incorporated into this RFP or contained in the Victim/Witness Assistance Program. Funding for selected projects is made possible through the United States Department of Justice, Office for Victims of Crime under the VOCA program. It is anticipated that selected applicants will be funded for a three-year period. The first grant period will be 12 months in duration, commencing October 1, 2000, and ending September 30, 2001. The second and third year grant awards for continuation funding will be contingent upon satisfactory performance and the continuing availability of funds. Additional documents must be submitted for subsequent years of funding.

In compliance with VOCA, OCJP reserves the right to select from the highest ranking applicants within each population grouping, in order to give consideration to geographic distribution, need and under served populations.

The grant awards will be based on selection of successful applicants from the following population groups (Please refer to Attachment C for your service area population grouping):

<u>Service Area Population</u>	<u>Maximum Grant</u>	<u>Match</u>	<u>Total Funds</u>
3,000,000 and above	\$180,000	\$45,000	\$225,000
1,000,000 to 2,999,999	\$140,000	\$35,000	\$175,000
500,000 to 999,999	\$110,000	\$27,500	\$137,500
200,000 to 499,999	\$105,000	\$26,250	\$131,250
under 200,000	\$90,000	\$22,500	\$112,500

A 20 percent match based on the total project costs is required for this program. All funds designated as match are restricted to the same uses as the VOCA Victim Assistance funds. The match may be met through cash or in-kind services. Cash match cannot be derived from other federal funds. Refer to the above chart for determining the maximum match if you are requesting the maximum federal amounts for your population grouping. If you are requesting an amount less than the maximum federal funds for your population grouping, then refer to the general instructions of this RFP for details on computation of match (based on total project costs for this federal program).

E. PROGRAM INFORMATION

Source of Funds

VOCA was passed in 1984, to improve our nation's response to victims of crime. Administered by the OCJP to local providers of victim's services, VOCA funds a multitude of service related opportunities for community-based organizations and criminal justice agencies

For this specific program, local communities will form a collaborative group of agencies, which will help to identify abuse victims and establish a planned coordinated outreach program; provide direct victim advocacy; and encourage the reporting of abuse of elderly citizens. The advocate position will take the lead role in serving the victims; coordinate the reporting process of local agencies providing services or coming in contact with seniors; and provide outreach to elder crime victims.

Definition of Elder Abuse

Any willful act perpetrated against a person 65 years of age or older or a dependent adult between the ages of 18 and 64 who has incapacitating physical or mental limitations, in which the elder or dependent adult is subjected to physical pain or mental suffering, or is knowingly permitted to suffer such that his or her person or health is endangered. This includes financial exploitation or fiduciary abuse by a caretaker or person in a position of trust. (See Attachment A - Penal Code (PC) Section 368).

Program Purpose

Agencies within the criminal justice system, victim services, and medical providers are increasingly concerned that the abuse of elders and/or dependent adults often goes unnoticed, or is ignored. This program focuses particular attention on this increasing population by creating a position that serves as a victim advocate; a coordinator of services; a trainer; and an outreach specialist that helps to facilitate a more sensitive handling of cases involving these victims. Eroding resources have severely impacted the ability of local service agencies to respond to reports of abuse. There has also been a lack of training of entities that could play key roles in helping identify such cases. As a result, elderly victims continue to be abused, often by those whom they most trust. This is particularly abhorrent when the perpetrator is a family member. In order to meet the needs of elderly victims and ensure a more comprehensive approach to these services, the concept of this Elder Abuse Advocacy and Outreach Program was developed. The advocate position must provide direct services to elderly crime victims (see Attachment B for definition of direct services).

The primary goal of the EAAOP is to enhance the safety of elder and dependent adults in California by establishing funded victim advocacy positions under the administrative authority of a criminal justice agency (i.e. probation departments, district attorney's offices, police or sheriff's departments) to provide services to elder victims of crime, coordinate direct services in an enhanced response to allegations of elder abuse among locally involved agencies, and implement an outreach awareness program for reporters of elder abuse and criminal justice personnel, senior citizens, and the public.

The provision of victim services may be sub-awarded to another agency or community-based organization, but the applicant will retain administrative oversight.

The elder abuse advocacy position must coordinate an established multidisciplinary team for the purpose of providing direct services to elder abuse victims. A detailed operational agreement will specify the degree of participation of each locally involved agency to meet the goal of this program. These agencies, at a minimum, shall include the senior ombudsman's office, law enforcement, the district attorney, probation, mental health, adult protective services, the conservator/guardian's office, health services and appropriate local senior advocacy groups.

The project must fund at least one full-time victim services advocate to fulfill the requirements of this program. Advocates must meet the entry-level and/or advanced Victim/Witness training requirements as specified by Penal Code (PC) Section 13835.10.

Entry-Level Advocate Standards:

1. A minimum of two years of appropriate training, education, and/or experience which would provide the required knowledge, skills, and abilities to meet the project needs:
 - Training and/or education must be in behavioral science, criminal justice or related criteria.
 - Experience must have been in a position involving the provision of victim services, peer counseling, or equivalent social skills.
2. Ability to communicate effectively, both orally and in writing, with individuals and groups; public, private and governmental agencies, particularly criminal justice agencies.
3. Ability to communicate effectively, both orally and in writing, with individuals and groups in stressful situations.
4. Ability to work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
5. Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service populations and to be sensitive to the needs of special populations (e.g., developmentally disabled, young children, elderly, etc).
6. Ability to pass a background investigation intended to identify factors, which may limit effective performance on the job, and other areas consistent with local practices and policies.
7. Possess the skills to successfully complete the required minimum 40-hour entry level training.
8. Possess interpersonal, problem solving and organizational skills.

Advanced Advocate Level Standards:

The requirements for advanced certification are certification of completion of the 40-hour entry-level training and more than one year of experience. The advanced advocate will possess the skills necessary to serve in a lead or supervisory role. The 32 hour advanced training curriculum is intended to help the experienced advocate handle more complex and/or difficult casework or direct the work of others.

Use of Funds

Although VOCA funds cannot be used to pay for activities that are directed at prosecuting offenders and/or improving the criminal justice system's effectiveness and efficiency, it is anticipated that enhanced investigations and prosecutions of the perpetrators of elder abuse will occur as an indirect result of this program.

Project funds must be used exclusively to support the EAAOP Advocate position and any necessary expenses incurred to support the objectives and activities proposed by the project. Applicants may employ their own staff to meet the requirements of the program, or sub-contract for assigned personnel; however, they must meet the requirements and be certified by the Victim/Witness Entry

Level or Advanced Advocate training. VOCA funding for administrative support is prohibited.

Scope of Program

The applicant must focus on the following areas in a proposal:

1. Initiate, coordinate, and conduct local meetings of the operational participants of the project for the purpose of providing direct services to elder abuse victims. This will ensure a comprehensive plan to address the needs of elder victims through facilitating an improved reporting process; outreach in identifying elder victims and preventing their victimization; and assisting the victims in their contact with the criminal justice system.
2. Provide initial crisis intervention, advocacy, counseling, referral and related victim services for elder abuse victims referred to or identified by the project as specified under PC Section 13835.
3. Ensure collaboration with all local participants identified on the operational agreement as required by this RFP.
4. Assist in the provision and coordination of training for mandated reporters of elder abuse and ensure that appropriate referrals for service are directed to the responsible agency.
5. Provide technical assistance and coordination of direct services to local agencies and providers of services impacting the elderly who have been victimized or are at risk for victimization or re-victimization.
6. Develop an outreach program for senior citizens to improve awareness of abuse.

F. PROJECT NARRATIVE

Problem Statement

Define the extent of the problem of elder abuse as it exists in your project service area, and how you propose to coordinate efforts with existing Elder Abuse Vertical Prosecution Programs in your county. The problem statement must address all of the following:

- a. Describe your service area, including significant demographic data such as size, population, and ethnic and age-related variables impacting the extent of your county elder abuse problem;
- b. Include current statistics on reported elder abuse from all law enforcement agencies within your proposed service area;
- c. Include statistics on incidences of elder abuse that are not reported to law enforcement (i.e. elder abuse complaints made to county Adult Protective Services or to the Senior Ombudsman that do not result in follow up law enforcement investigation);
- d. Describe the barriers and impediments to elders receiving victim services in your project service area (i.e. lack of or insufficient county resources, mandated reporters not reporting potential cases, lack of elder victim cooperation, inaccessibility or unavailability of supportive social

services, health care, mental health care, or adequate housing, lack of training, or lack of agency coordination, etc.);

- e. Identify what training, coordination and technical assistance needs the county has that would be impacted through the implementation of an elder abuse and outreach program under the administration of one of the criminal justice entities; and
- f. Identify how the proposed advocacy and outreach efforts will enhance existing Elder Abuse Vertical Prosecution Program efforts currently established, if applicable.

Plan

Applicants must respond to the objectives and activities that support the areas identified under Section E, Scope of Program and the Problem Statement. Applicants may further develop optional objectives and activities that address their individual problem statement. All objectives and activities must be measurable and conducted by staff assigned to the project. Staff who will implement the activities to achieve the objectives must be identified. Include the time frame for completion of activities to achieve each stated objective. Source documentation must be identified for record keeping purposes to substantiate the achievement of objectives. These may include victim service logs, copies of crime reports or elder abuse allegations, and minutes of meetings or attendee sign-up sheets for presentations in fulfillment of coordination efforts. In addition, a plan of action must be developed that clearly outlines the applicant's implementation of the required direct service providers training and outreach presentations on elder abuse. Identify a quantifiable measure for each objective, and then further detail the activities, which will show how the objectives will be met. The objectives should be specific to the project and should address the issues identified in the problem statement. The activities should describe the steps necessary to achieve each of the objectives. Applicants may submit up to four optional objectives in addition to the mandatory objectives. Each mandatory and optional objective shall start on a new page.

Mandatory Objectives:

- a. During the grant year, provide ____ elder abuse victims direct advocacy services including crisis intervention, counseling, referral and assistance within the criminal justice system.
 - Detail activities designed to meet the objective.
- b. During the grant year, increase the number of identified elder abuse victims as measured by the number of new cases.
 - Detail activities designed to meet the objective.
- c. During the grant year, conduct ____ awareness training sessions of direct service providers of elder abuse.
 - Detail activities designed to meet the objective.
- d. During the grant year, conduct ____ presentations to potential elder abuse victims to enhance victim awareness.

- Detail activities designed to meet the objective.
- e. During the grant year, provide ____ referrals to agencies serving elder abuse victims.
- Detail activities designed to meet the objective.
- f. During the grant year, conduct, at a minimum, 12 local meetings of the operational participants outlined in the RFP requirements.
- Detail activities designed to meet the objective.
 - Describe how these agencies will be included in this multidisciplinary collaborative approach for the provision of direct services to elder abuse victims.

Optional Objectives:

- a. Applicants may submit up to a maximum of four optional objectives.
- Detail activities designed to meet each optional direct services objective.

Implementation

a. Agency description

Provide the following information regarding the proposed project:

- 1) A comprehensive overview of the proposed EAAOP in the applicant's service area, including
 - a) a description of the proposed EAAOP structure;
 - b) a discussion of the type of planning that has occurred in the applicant's service area with other agencies regarding the EAAOP and frequency of EAAOP meetings; and
 - c) the frequency of coordination meetings.
- 2) Overview of the agencies to be involved by Operational Agreement (OA) in the EAAOP and the level of participation of each agency, including the following direct services providers:
 - law enforcement;
 - district attorney;
 - probation;
 - victim service agencies;
 - senior ombudsman;
 - adult protective services;
 - conservator/guardian's office;
 - medical/health care agencies;
 - mental health;

- social service agencies; and
 - other senior services agencies.
- 3) Include in the proposal Appendix copies of the (OA) that are signed and dated for the grant award period for all of the participant agencies, including local Victim/Witness Assistance involved in the EAAOP, describing their commitment and responsibilities in fulfilling the goal of this RFP;
 - 4) Describe the EAAOP victim advocate role as a case manager, coordinator of direct services, training outreach leader, provider of technical assistance to related agencies in the criminal justice system, and the primary provider of direct services from initial contact through the criminal justice process and any follow up activities;
 - 5) Provide a detailed description of how of the EAAOP team will resolve impediments or barriers to implementing this project; and
 - 6) Include in the proposal Appendix a proposed organizational chart of the applicant agency, including the EAAOP victim advocate, and if sub-contracted for services, identify the agency and individuals providing the services.

b. Advocate Qualifications

- 1) Describe the qualifications of the EAAOP victim advocate(s) assigned to the project. Include how and when the advocate met or will meet the entry-level or advanced criteria for victim advocates and the certification issued under PC Section 13835.10, and include a copy of the certificate issued upon completion of the initial advocate training.
- 2) Describe how the assigned victim advocate will meet the entry-level requirements of providing victim services, coordinating agency meetings and operational participation, conduct outreach training on identifying and reporting elder abuse, and provide technical assistance and direction to criminal justice agencies in addressing elder abuse cases and issues at the local level.
- 3) Provide a detailed description of the training to be conducted for mandated reporters and participant agencies, the coordination of meetings and their frequency to ensure fulfillment of the project goals.
- 4) Discuss the manner in which the project will maintain records, including a copy of the certificate issued upon successful completion of the initial forty hour advocate training and the advocate responsibilities to train, coordinate the project and provide technical assistance to agencies.

G. SPECIFIC BUDGET INSTRUCTIONS

These instructions supersede the Project Budget Section G, Part 2 of this RFP for general budget instructions. All applicants are subject to the 20 percent cash or in-kind match requirement of

VOCA funded programs. The match requirement is calculated on an 80/20 ratio for total project costs. Please refer to Part 2 of the RFP packet for match formulas. All funds designated as match are restricted to the same uses as the VOCA Victim Assistance funds. Applicants who have Internet access may budget with OCJP grant funds for this and associated costs under the operating expense category. Applicants should include sufficient per diem and travel expenses for at least one EAAOP advocate to attend one conference with a \$200 registration fee and one program manager's meeting during FY 2000/2001.

The use of administrative costs is prohibited with VOCA funds, however activities and costs including presentation materials, newspaper notices and training brochures can be supported by VOCA funds. See Attachment B for VOCA allowable costs.

H. PROPOSAL APPENDIX

The proposal Appendix must include the following:

1. An organizational chart of the applicant agency, any sub-contractors, including the proposed EAAOP victim advocate and other assigned staff;
2. Signed Operational Agreements for the grant award period of all participant agencies involved in the EAAOP planning process and required by this RFP; and
3. Sole source approval form if subcontractor is not sent out for bid.

**OFFICE OF CRIMINAL JUSTICE PLANNING
ELDER ABUSE ADVOCATE AND OUTREACH PROGRAM
RATING FORM: 2000/2001**

		Control #:
		Rater #:
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS:	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	170
2. PLAN	120
3. IMPLEMENTATION	300
4. BUDGET	120
5. COMPREHENSIVE ASSESSMENT	130
	TOTAL 840

Each of the above categories contains questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 170 points)					
a. How well does the problem statement define significant demographic data such as size, population, ethnic and age related variables impacting the extent of the county elder abuse problem?	0	8	15	22	30
b. Are current statistics detailed on reported elder abuse to all law enforcement agencies within the proposed service area?	0	5	10	15	20
c. How well does the problem statement detail statistics on the incidence of elder abuse that is <u>not</u> reported to law enforcement (i.e. elder abuse complaints made to county Adult Protective Services or to the Senior Ombudsman that do not result in follow up law enforcement investigation?	0	8	15	22	30
d. How well does the problem statement describe the barriers and impediments to elders receiving victim services in the project service area (i.e. county resources, mandated reporters not reporting potential cases, lack of elder victim cooperation, inaccessibility or the unavailability of supportive social services, health care, mental health or adequate housing, lack of training, or lack of agency coordination, etc.)?	0	8	15	22	30
e. How well does the problem statement identify what training, coordination and technical assistance needs the project service area has that would be impacted through the implementation of an elder abuse and outreach program under the administration of one of the criminal justice entities?	0	8	15	22	30
f. How well does the applicant identify how the proposed advocacy and outreach efforts will enhance existing Elder Abuse Vertical Prosecution efforts currently established if applicable.	0	8	15	22	30
2. PLAN (Maximum 120 points)					
a. Are required objectives listed with supporting activities?	0	5	10	15	20
b. Are the objectives measurable and/or appropriately described?	0	5	10	15	20
c. Are the objectives specific to the project and do they address the issues identified in the Problem Statement?	0	5	10	15	20
d. Do the activities thoroughly describe the steps necessary to achieve each of the objectives?	0	5	10	15	20

	I	II	III	IV	V
e. Are staff persons responsible for implementing the activities clearly identified?	0	5	10	15	20
f. Is the plan for conducting the required direct service providers training and outreach presentations clearly stated?	0	5	10	15	20
3. IMPLEMENTATION (Maximum 300 points)					
<u>Agency Description</u> (Subsection 240 points)					
a. Does the applicant provide a comprehensive overview of the proposed EAAOP in the service area and does it include: a description of the proposed EAAOP structure; a discussion of the type of planning that has occurred in the applicant's service area with other agencies regarding EAAOP and frequency of EAAOP meetings?	0	10	20	30	40
b. Does the applicant provide an overview of all the proposed agencies to be involved in the EAAOP from the applicant's service area and the level of participation of each agency, including but not limited to: district attorney; probation; victim services, senior ombudsman, conservator/guardians office; law enforcement; medical/hospital agencies; social services agencies; mental health agencies, and senior organizations?	0	10	20	30	40
c. Does the Proposal Appendix include signed and dated Operational Agreements for the grant award period for all agencies involved in the EAAOP planning process, including the participating agency's responsibility and level of commitment?	0	10	20	30	40
d. How well does the applicant describe the proposed EAAOP victim advocate's role in case management including: the established direct services from initial victim contact through the entire criminal justice process, and any follow-up activities?	0	10	20	30	40
e. Are local impediments identified and a plan to resolve these impediments fully described?	0	10	20	30	40
f. Does the Proposal Appendix include an organizational chart of the applicant agency, which includes the EAAOP Advocate?	0	10	20	30	40
<u>Staff Qualifications and Training's</u> (Subsection 60 points)					
g. Does the applicant discuss how the qualifications of the EAAOP advocate assigned to, or hired for the project, meets the certification criteria for victim services advocate?	0	5	10	15	20

	I	II	III	IV	V
h. Does the applicant discuss how the EAAOP advocate assigned to, or hired for the project, will meet the entry level requirements for mandated reporters, criminal justice agencies and awareness outreach?	0	5	10	15	20
i. Does the applicant discuss the manner in which the project will maintain records, including a copy of the certificate issued upon successful completion of the initial forty hour advocate training and the advocate responsibilities to train, coordinate the project and provide technical assistance to agencies?	0	5	10	15	20
4. BUDGET, including budget narrative (Maximum 120 points)					
a. How well does the budget support the proposal objectives and activities?	0	10	20	30	40
b. How well do the duties, required qualifications, and time commitment of project-funded staff support the proposed objectives and activities?	0	10	20	30	40
c. How well does the budget avoid unnecessary or unusual expenditures, which would detract from the accomplishment of the objectives and activities?	0	10	20	30	40
5. COMPREHENSIVE ASSESSMENT (Maximum 130 points)					
a. How well does this proposal support the overall intent, goals, and purpose of the program?	0	20	40	60	80
b. Is there an existing OCJP funded Elder Abuse Vertical Prosecution Program in operation?	0	0	0	0	50